

4 DEC 1962

MEMORANDUM FOR: Director of Personnel

SUBJECT : Effect of BLS-CSC Salary Survey on the CIA

1. In order to determine the present and future effect of the BLS-CSC Salary Survey on Agency positions a comparison has been made of bench mark positions and pay covered in the survey with comparable positions and pay included in the American Management Association Administrative and Technical Position Survey and with comparable CIA positions and salaries. Details are shown in Tab A.

2. A summary of the results is as follows:

a. For professional positions the BLS-CSC survey consistently shows two recruitment levels (I and II) comparable to GS-05 and GS-07, although only one recruitment level is shown by AMA and only one (GS-07) is in general use in the CIA.

b. The BLS and AMA figures are closely correlated except that the AMA entrance level is in between BLS levels I and II and usually nearer level I.

c. CIA professional positions are consistently one professional grade higher than the BLS-CSC bench mark positions.

d. CIA technical and clerical positions are one to four grades higher than the BLS-CSC bench mark positions.

3. The significance of these points is as follows:

a. While level I or GS-05 is still in limited use in the Government for professional recruitment the level II or GS-07 now predominates and is recognized by the CSC for high ranking college graduates and all applicants with a master's degree. The CIA is thus consistent with the Government generally on this point.

b. It appears that two levels are used in the BLS-CSC survey primarily to correspond to the Government structure. The AMA study indicates the more prevalent practice of one recruitment level in industry.

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c. BLS-CSC professional bench mark levels are based on those prevalent throughout the Government. Agencies having functions regarded as comparable to the CIA (e.g. FAA, AEC, NASA, State Department) are consistently higher than the BLS-CSC bench marks. Thus it appears that the Agency is not overgraded in these categories.

d. BLS-CSC technical and clerical bench mark levels are also based on those prevalent throughout the Government. CIA levels are currently out of line with the bench marks and with other Government agencies in general. To some extent this differential has been based on the difficulty of security clearances, other security problems, and difficulties of recruitment and retention. It may be questionable whether the differential is justifiable in all cases.

4. The present differential for all positions will be enhanced upon authorization of Schedule II of the Federal Salary Reform Act in January 1964. If the Congress implements the concept of comparability of the Federal Salary Reform Act, all but a few of the Schedule II levels would be adjusted upward still more. (Tab B)

5. In view of the foregoing it is essential that an Agency policy for effective classification be established to insure that the Salary and Wage Division functions in the best interest of the Agency's desires and goals. Appropriate relationships should be established and maintained with the Civil Service bench mark positions and with the Bureau of Labor Statistics industry rates established by periodic surveys. It would be desirable and feasible to establish Agency bench marks for the categories shown and additional bench marks covering specialized intelligence and operations type positions all correlated with the CSC bench marks. Such Agency bench marks would serve as guides for future allocations. This approach would permit a much more effective and concrete system of evaluation. Generally for professional positions the present relationship of one grade above the corresponding CSC bench mark would be maintained.

6. The problems with respect to clerical positions are more complex. As you know, the survey of courier positions based on reasonable and generous standards which we developed would have required numerous reductions which were vigorously resisted. As a result a still more generous approach for the most part maintaining the status quo was submitted to the DD/S for approval approximately six months ago but has never been approved. Also numerous other clerical positions, including registry positions, accounting clerks, and various mail and file positions were reviewed and were clearly shown as much too high in grade. The continuing shortage of clerical personnel and the difficulty of recruitment which has resulted from the move to Langley was considered to prohibit immediate reductions.

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7. It is reasonable, of course, to maintain a differential of a grade or more above other agencies for security and recruitment reasons. However, it does not appear equitable to maintain a grade differential as high as three or four above the Civil Service bench mark positions.

8. A final point relates to all positions. For many years the average grade of the Agency and the Government has been rising. Much of the upgrading has resulted from the failure of pay acts to keep up with pay for comparable levels in industry. If in fact the provisions of the Federal Salary Reform Act are applied and increases in pay are based on BLS surveys of industry, continuing increases in the grades of positions will no longer be warranted or economically feasible. At the present time in the Agency, however, many senior officials feel that it is the desire of top management to still further increase grade levels. Paradoxically, the Bureau of the Budget has questioned the increase in Agency funds for employee services which it apparently attributes primarily to upgradings. If the upgrading of positions continues and salary rates are adjusted periodically in accordance with BLS surveys the employee services costs may increase even more excessively in the future.

9. Accordingly, policy determinations on the following points are requested:

a. Should the present relationship of Agency professional positions with the CSC professional bench mark positions be maintained on a continuing basis?

b. Should the grades of clerical positions which are seriously out of line be adjusted to a more reasonable relationship with the CSC bench marks and maintained at resulting levels on a continuing basis?

c. Should we attempt to maintain the current average grade?

10. I would like to point out that no decisions made can be realistically executed if they are not backed fully by top management. STATINTL

Chief,  Division

Attachments:

A/S

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COMPARISON OF BENCH MARK POSITION SALARIES IN INDUSTRY AND GOVERNMENT

Occupational Category	BLS Private Industry	AMA Private Industry	Federal Government (GS - 4th Step)							
			1962		1964		1964			
			GS	CSC Salary	GS	CIA Salary	GS	CSC Salary	GS	CIA Salary
<u>Accountants and Auditors</u>										
Accountants I	\$5,880	I \$6,200	5	\$5,045	7	\$6,095	5	\$5,170	7	\$6,380
II	6,456		7	6,095	9	7,350	7	6,380	9	7,720
III	7,416	II 7,400	9	7,350	11	8,840	9	7,720	11	9,250
IV	8,988	III 8,600	11	8,840	12	10,420	11	9,250	12	10,970
V	10,872	IV 10,800	12	10,420	13	12,245	12	10,970	13	12,880
Auditors I	5,340	I 6,300	5	5,045	7	7,350	5	5,170	7	7,720
II	6,600		7	6,095	11	8,840	7	6,380	11	9,250
III	7,932	II 7,900	9	7,350	12	10,420	9	7,720	12	10,970
IV	9,840	III 9,600	11	8,840	13	12,245	11	9,250	13	12,880
<u>Attorneys</u>										
Attorneys I	6,552	I 8,000	7	6,095	9	7,350	7	6,380	9	7,720
II	8,016		9	7,350	11	8,840	9	7,720	11	9,250
III	10,044	II 11,600	11	8,840	12	10,420	11	9,250	12	10,970
IV	11,844		12	10,420	13	12,245	12	10,970	13	12,880
V	14,916	III 14,200	13	12,245	14	14,120	13	12,880	14	14,965
VI	16,440	IV 18,200	14	14,120	15	16,005	14	14,965	15	17,210
VII	22,392		15	16,005	16	17,500	15	17,210	16	17,500
<u>Personnel</u>										
Job Analysts I	6,096	I 6,600	5	5,045	7	6,095	5	5,170	7	6,380
II	7,056		7	6,095	9	7,350	7	6,380	9	7,720
III	8,004	II 7,500	9	7,350	11	8,840	9	7,720	11	9,250
IV	9,636	III 9,500	11	8,840	12	10,420	11	9,250	12	10,970

Occupational Category	BLS Private Industry	AMA Private Industry	Federal Government (GS - 4th Step)								
			1962				1964				
			GS	GSC Salary	GS	CIA Salary	GS	CSC Salary	GS	CIA Salary	
<u>Personnel (Cont'd)</u>											
Director of Personnel	I	8,844		11	8,840		N.A.	11	9,250		N.A.
	II	10,428		12	10,420			12	10,970		
	III	12,900		13	12,245			13	12,880		
	IV	15,096		14	14,120			14	14,965		
<u>Chemists and Engineers</u>											
Chemists	I	6,120	I 6,300	5	5,845	7	7,020	1964 Pay Rates Not Fixed			
	II	6,912		7	7,020	9	7,800				
	III	7,956	II 7,400	9	7,800	11	9,370				
	IV	9,936	III 8,800	11	9,370	12	10,420				
	V	11,976	IV 10,500	12	10,420	13	12,245				
	VI	13,464	V 12,800	13	12,245	14	14,120				
	VII	16,524	VI 16,000	14	14,120	15	16,005				
	VIII	18,984		15	16,005	16	17,500				
Engineers	I	6,708	I 7,100	5	5,845	7	7,020				
	II	7,488		7	7,020	9	7,800				
	III	8,652	II 8,000	9	7,800	11	9,370				
	IV	10,248	III 9,400	11	9,370	12	10,420				
	V	11,880	IV 11,400	12	10,420	13	12,245				
	VI	13,740	V 13,500	13	12,245	14	14,120				
	VII	16,608	VI 16,300	14	14,120	15	16,005				
	VIII	19,572		15	16,005	16	17,500				
<u>Engineering Technicians</u>											
Technicians	I	4,704		3	4,135		N.A.				
	II	5,460		4	4,530						
	III	6,252		5	5,845	7	7,020				
	IV	7,068		7	7,020	9	7,800				
	V	7,932		9	7,800	11	9,370				

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<u>Occupational Category</u>	<u>BLS Private Industry</u>	<u>AMA Private Industry</u>	<u>Federal Government (GS - 4th Step)</u>							
			<u>1962</u>				<u>1964</u>			
			<u>GS</u>	<u>CSC Salary</u>	<u>GS</u>	<u>CIA Salary</u>	<u>GS</u>	<u>CSC Salary</u>	<u>GS</u>	<u>CIA Salary</u>
<u>Clerical</u>										
Clerks, Accounting I	3,967		3	4,135	5	5,045	3	4,195	5	5,170
II	5,241		4	4,530	7	6,095	4	4,635	7	6,380
Clerks, File II	3,317		2	3,875	4	4,530	2	3,935	4	4,635
III	4,199		3	4,135	5	5,045	3	4,195	5	5,170
Key punch Op II	4,273		3	4,135	4	4,530	3	4,195	4	4,635
Office Boys	3,201		1	3,560	3	4,135	1	3,620	3	4,195
					4	4,530			4	4,635
					5	5,045			5	5,170
Stenos, Gen	4,064		3	4,135	5	5,045	3	4,195	5	5,170
Switchboard Op, Spcl.	4,479		3	4,135	4	4,530	3	4,195	4	4,635
Tab Mach. Op III	5,640		4	4,530	5	5,045	4	4,635	5	5,170
Typist II	4,007		3	4,135	5	5,045	3	4,195	5	5,170

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COMPARISON OF CLASSIFICATION ACT SCHEDULE II FOR JANUARY 1964 *
WITH CLASSIFICATION ACT PAY LINE DERIVED FROM BLS 1962 REPORT

Grade	Fourth Rate of Grade, Schedule II	Pay Line Derived from 1962 Report	Difference	
			\$	%
GS-1	\$ 3,620	\$ 3,400	3/	--
2	3,935	3,820	3/	--
3	4,195	4,280	\$ 85	2.0
4	4,635	4,785	150	3.2
5	5,170	5,335	165	3.2
6	5,760	5,940	180	3.1
7	6,380	6,585	205	3.2
8	7,020	7,290	270	3.8
9	7,720	8,045	325	4.2
10	8,455	8,850	395	4.7
11	9,250	9,735	485	5.2
12	10,970	11,665	695	6.3
13	12,880	13,835	955	7.4
14	14,965	16,240	1,275	8.5
15	17,210	18,870	1,660	9.6
16	17,500	21,700	4,200	24.0
17	19,500	24,695	5,195	26.6
18	20,000 1/	25,270 2/	5,270	26.4

1/ Single rate.

2/ Minimum rate for grade (in lieu of pay line fourth rate, \$27,805).

3/ Schedule II rate above pay line.

* Taken from Analysis of Bureau of Labor Statistics 1962 Salary Report dated November 1962.

(Tab B)

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